

School Lunch Costs

Students
1 day/\$2.75
5 days/\$13.75
10 days/\$27.50
20 days/\$55.00
\$.50 Extra Milk
Breakfast
1 day \$1.75
5 days/\$8.75
10 day/\$17.50

Emergency Closing

Local television stations will be notified of the decision to close school or to begin the day late in case of inclement weather. Tune to WHO TV or radio for the latest announcement.

Please tell your child what to do if there is no one home when school has been dismissed early. Unless there is an emergency, do not call the school in regard to weather announcements as all phone lines will be needed to make calls to bus drivers, radio stations and between administrators.

Parent Acknowledgement

If your child is participating in co- or extra-curricular activities page 67 must be signed & returned.

Parent-Teacher Conferences

Oct. 29th & Nov. 1st
March 5th & 7th
3:30 – 7:30 PM

Parent-Teacher Conferences are scheduled to enhance communication between the school and the home. We believe this face-to-face dialogue is the most effective means of reporting student progress and addressing identified needs. If a parent has a concern about their child's progress, they are encouraged to contact their child's teacher(s) at any time during the school year. We will do our best to facilitate your needs.

School Hours

Elementary School 8:10 AM – 3:10 PM
Jr. High School 8:10 AM – 3:10 PM
Sr. High School 8:10 AM – 3:10 PM

Breakfast Served 7:50 AM – 8:05 AM

Monthly School Calendar

All menus, athletic schedules and additional school calendars and information are available on the Madrid Web Page: <http://Madrid.k12.ia.us>

If You Have A Concern

The following suggestions will help you determine whom to contact with concerns, questions, ideas or comments.

If your concern is about a classroom procedure, incident, method or student performance, contact the classroom teacher or counselor directly at the school. Questions about school bus schedules should be made to Bernard Bunk (795-2191). If your concern is about a procedure or condition at a specific building, contact the building principal in charge: Elementary School–795-3240 option 1 (Mrs. Gayle Strickland); Jr. High or High School–795-3240 option 2 (Mr. Kelly Williamson). For questions that are a system-wide nature, contact the Superintendent at 795-3240 option 3 (Mr. Brian Horn).

A **VOLUNTEER's** gift of
TIME is priceless!

If you would like to volunteer
at the Jr./Sr. High School,
please call the building office.



Please note: Times and dates of activities, in-services, vacations, conferences, or any other scheduled event is accurate at the time of printing this handbook. Unforeseen circumstances arise that sometimes require us to reschedule events. We will do our best to give as much advanced warning as possible and we appreciate your understanding when such instances arise.

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ADDENDUMS

Equal Opportunity and Affirmative Action
Equal Educational Opportunity
Notice of section 504 Student and Parental Rights
Anti-Bullying, Anti-Harassment Policy
Student Abuse Regulation

School Calendar
Include Notice of Discrimination in the addendum

Bell Schedules

** Dates and times are subject to change

2018-2019 MADRID JUNIOR & SENIOR HIGH SCHOOL FACULTY

Central Office 795-1400

Horn, Brian	Superintendent
Van Pelt, Kris	Business Manager
Nardini, Peggy	Human Resources Director
Tierney, Michael	Technology Coordinator
Williams, Kevin	At-Risk Coordinator
Bunk, Bernard	Transportation

Jr/Sr Building 795-3240

Williamson, Kelly	Principal
Johnson, Justin	Dean of Students/Activity Director
Burkhart, Jennifer	JH/HS Secretary
Knox, Marty	Athletic/Guidance Secretary

Faculty 795-3240

Arrants, Kenya	Media Specialist
Brown, Briah	Guidance Counselor
Boaz, Whitney	Physical Education
Burrack, Randall	Industrial Technology
Carlson, Robyn	Nurse
Christensen, Beverly	Associate
Clayworth, Jennifer	Science, Family Consumer Science
Cook, Brad	Instrumental Music
Dalluge, Danielle	Art
DeWall, Garry	Mathematics
Dodd, Carrie	English
Grothus, Kelley	Spanish/Teacher Coach/Talented & Gifted
Hinkel, Brock	Associate
Johnson, Erika	Vocal Music
Kincart, Jara	English
Kirkpatrick, Natalie	Associate
Lobeck, Jennifer	Science
McCabe, Tyler	Social Studies
McNaull, Mandy	Mathematics
Mertz, Jim	Social Studies
Perkins, Steve	Social Studies
Poage, Janet	Associate
Pratt, Natalie	English
Stalzer, Heather	Special Education
Stribe, Kyle	Special Education
Sweers, Josiah	Science
Thenhaus, Taylor	Spanish
Titus, Monica	Curriculum
Titus, Tim	Mathematics
Troendle, Jennifer	English/Technology Infusion
Truckenmiller, Carol	Associate
Vorbrich, Sadie	Family & Consumer Science
Whitmire, Paul	Business Education
Wolf, Kelli	English

Custodial Staff 795-3240

Jagerson, Dan	Head Custodian
Sheridan, Dan	Custodian
Wolf, Don	Night Custodian

Food Service Staff 795-2502

Kendall, Patty	Food Service Manager
Walde, Karla	Food Service Secretary
Dalton, Jana and Betty Lou Dodd	

Welcome!

The Madrid educational staff and administration welcomes each of you, those returning and the new students to Madrid Jr/Sr High School. We hope you will make the most of the opportunities offered to you in furthering your education. Your success in school will be directly proportional to the effort you put forth. Work hard to do your best and success will be more likely to happen. We hope and expect that all students attending Madrid schools will take pride in our educational system, building and facilities. On many occasions visitors make positive comments about the quality facilities that our community provides for your use. We all need to work hard to insure these facilities continue to be top of the line for future learners.

Madrid Community School Mission Statement:

The community of Madrid will work together to maximize the ability of all students to succeed in society.

In order to accomplish this mission, it is necessary to establish and maintain an atmosphere of security and order. By doing this students may take full advantage of the educational opportunities afforded to them. As in most other groups and organizations to which our future citizens will be or are now a member, rules and regulations are established to help guide students.

MULTICULTURAL/GENDER FAIR EDUCATION (603.4)

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The Student Handbook

The student handbook is reviewed and revised annually by the administration with input from students, parents, and faculty. This handbook is proposed to the Board, who reviews the new proposals, and approves this document to become a part of board policy. This handbook is an extension of board policy and is a reflection of the goals and objectives of the board.

This handbook is designed to accomplish the following goals:

1. To document school rules and district policies to serve as guides for students and their families for clarification on the school district's position on a number of issue.
2. To serve as a source of information for students and their families about the school district and the school building, the organizational structure, and overall structure.
3. To provide students and their families with up-to-date, easy to understand information, on opportunities and programs available through the school and the school district.

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, and visitors with respect.

This handbook, school district policies, rules and regulations are in effect while students are on school grounds or on property within the jurisdiction of the school

district; while in school-owned and/or school-operated buses or vehicles or chartered buses. Policies are in affect while attending or engaged in school activities. School policies may be also be invoked while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students and/or staff.

School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, lunch restriction, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in or attending extra-curricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with all rules and regulations. Students or parents with questions or concerns may contact the office at 795-3240 for information about the current enforcement of the policies, rules or regulations of the school district.

Definitions

In this handbook, an administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

STUDENT ATTENDANCE (Series 500)

Attendance Philosophy (501.9)

Regular attendance at school, just like attendance on the job, is an important ingredient of success. Good attendance helps a student develop self-discipline and responsibility. Students with good attendance in general reach a higher level of success and sense of accomplishment. It is the responsibility of students and parents/guardians to demand good attendance. With these principles in mind, the following policy was developed in the hope of promoting and maintaining good student attendance.

Return to School After Absences due to Illness (501.9)

Students with absences that the office has not received a parent phone call or a note must obtain an admit slip from the office. All admits are to be picked up before first period begins. The student is to present the admit to each teacher of the class(es) missed. Students who fail to have a parent call-in or bring a written excuse later than two days after their return to school may receive an unexcused absence. Schoolwork missed due to excused absences must be completed to the satisfaction of each teacher whose classes are missed. A reasonable amount of time will be allowed for make up for each day missed. Students that are absent on multiple days in a short period of time are encouraged to get a list of assignments from the office or their teachers so they are caught up upon their return to school. It is the student or parent's responsibility to arrange for this make-up work, and these arrangements must be made in a way that does not interfere with normal classroom activities. Students that are considered unexcused may not receive full credit on work made-up.

STUDENTS ARE EXPECTED TO TAKE ANY TESTS AND/OR TURN IN ANY ASSIGNMENTS ON THE DUE DATE AFTER BEING ABSENT IF THEY WERE IN SCHOOL THE DAY THE TEST AND/OR ASSIGNMENT WAS ANNOUNCED TO THE CLASS.

Teachers may make exceptions upon approval of administration. Failure on the part of the student to make up the work assigned within the allotted time will result in the student receiving a "0" for a daily grade in each class where the work was not turned in on time. It will be up to the instructor on whether this work can be recovered for credit.

Absence Reporting (501.9)

Students are expected to be in school and to make attendance a top priority. It is well established in the Iowa code in regard to school attendance that school officials have the discretion in determining whether an absence is excused, unexcused, or truant. Once this is determined, school board policy will be followed to determine if there will be any kind of discipline for school absences.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on any particular day. We request parents/guardians notify the school prior to the absence or between the hours of 7:30 a.m. and 9:00 a.m. on the day of the absence. If the school does not receive notification by 9:00 a.m., we may attempt to call the student's home or the parents at work on the day of the absence. If the parents/guardians are unable to contact the school on the day of the absence then the parents/guardians are requested to send a written note with the reason for the absence upon his/her return to school. School officials may request written verification of an appointment or prolonged illness from a doctor, dentist, or other medical facility if that was the reason for the absence.

Absences from school for the following reasons will generally be considered excused:

- a. Illness
- b. Death or serious illness in the immediate family of household
- c. Medical/dental/legal/business appointments, which cannot be made outside of the school day. (Students will need to bring back a note from their appointment with time of the appointment. A medical representative on letterhead from the office you attended will sign this note).
- d. Family vacations (approved in advance)
- e. Educational trips (approved in advance)
- f. Two (2) college visit days for juniors and seniors (approved in advance)

- g. Court appearances
- h. Recognized religious observations
- i. Two (2) days for attendance to a state activity if they are not part of the team. (approved in advance)
- j. **Other reasons which can be justified from an educational standpoint (approved in advance)
 - ** 1. The parent makes the request a minimum of two days in advance.
 - 2. Schoolwork is made up in advance.
 - 3. A valid reason for the absence is given.
 - 4. The students have not had attendance problems.
 - 5. The student is in good academic standing.
 - 6. An adult will accompany the student.

Absences from school for the following reasons will generally be considered unexcused:

- a. Shopping trips
- b. Hair appointments
- c. Concerts
- d. Employment
- e. Oversleeping
- f. Tardiness
- g. Any other activity, which may be, performed outside the normal school day.

If a student is called in sick for a full school day, that student is not allowed to attend any extra-curricular activities that day as a participant or a spectator.

State Tournaments, or Non School Trips (501.9)

The following are the procedures in place for students to attend a state sponsored contest, Drake Relays, etc. when not going as part of a school sponsored trip. These days will count toward the 80-day attendance policy.

- A written request from parent/guardian by the deadline.
- Request must be in at least 2 days in advance of the requested absence.
- An assignment sheet must be completed and turned in to the office at least 1 day in advance of the requested absence. (Follow all the provisions of the assignment sheet).
- Students who have obtained an advance make-up form are responsible to make-up all tests and other assignments within two days upon their return. Whenever possible, assignments and tests should be done in advance of the trip.
- These days will be recorded as excused absences for the permanent record if arrangements were made in advance.
- Students attending one of these events as a member of our school sponsored activity either as a participant or spectator when under the supervision of school personnel will not have these recorded as an absence, but rather as a field trip.
- Failure to comply with the aforementioned provisions can result in the absence being treated as unexcused.

To be eligible to sign out for attendance as non-participant students must:

- * Have all detention time completed.
- * Not be listed on the academic in-eligibility list.
- * Be in good standing as a student by not having a good conduct violation or suspension during the semester, which they want to attend.
- * Have administrator approval.

Students will be asked to provide evidence of attendance of the event they were excused to attend when they return to school.

5 Day Drop Policy for Unexcused Absences/Truancy (501.10)

An unexcused absence (truancy) is defined as any absence that is not approved by the building administrator or his/her designee. Generally, communication from the parent on an absence prior to the absence occurring will lead to the designation of an approved absence, but habitual absences will not be excused and the building administrator or designee does have the final determination as to whether an absence is considered excused or unexcused. Other items that may be considered unexcused absences include (but are not limited to):

Removal from class for inappropriate behavior
Leaving class early without instructor approval
Arriving to class 5 or more minutes after the bell

A student who misses five (5) class periods unexcused from any class may be dropped from that class. Prior to being dropped, multiple communication attempts will be made with the student and parents through the school counselor or building administrator with the goal of assisting the student towards meeting successful attendance requirements. If necessary, additional consequences may be applied to the student by the administrator (detention, restriction, suspension, etc). When a student is dropped from a course due to attendance issues, they will be given an opportunity for recovery credit either through classroom correspondence work or online course. This recovery credit will be expected to be completed by the end of the term in which the student was dropped from the regular classroom course.

Compulsory Attendance Law

A student who is continually absent and under state compulsory attendance age (under age 16 prior to September 15th of the current school year) will be recommended to the county attorney for assistance.

Tardiness (501.10)

Tardiness, for attendance purposes, is defined as arriving after the official start time of the class yet prior to five (5) minutes into the class period without a pass. Students are expected to be in the classroom prior to the bell marking the official start time (similar to clocking in at work on time). Generally, communication from the parent on an tardy situation prior to the situation occurring will lead to the designation of an excused tardy, but habitual tardiness will not be excused and the building administrator or designee does have the final determination as to whether an tardy is considered excused or unexcused. Consequences will be applied by the administrator (restriction, detention, etc.) if tardiness is deemed excessive.

If a student is late due to being detained by a teacher, that teacher will provide a pass for the student and the student will not be counted tardy. Restroom delays are not a valid excuse for being late to class. If a student has a medical condition that requires special restroom privileges, proper medical documentation will be needed to adjust the student's schedule.

Open Enrollment (501.14 & 501.15)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students interested in open enrolling in or out of the school district must contact the superintendent for information and forms.

Dual Enrollment (604.7)

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal's office.

Daily Schedule - Junior High/High School

On a typical school day the high school building is open between the hours of 7:45 a.m. and 4:00 p.m, with class periods running 8:10 a.m. - 3:10 p.m. The school strongly encourages students to not be in the building prior to 7:45 a.m. or after 4:00 p.m. unless they are involved in a school activity with a teacher, coach or approved supervisor present. The campus is closed between the hours of 11:00 p.m. and 6:00 a.m. Students should not be in the gym, locker rooms, weight room, etc., at anytime, without supervision present. Exceptions must have prior administrative approval.

College Visits (501.9)

Juniors and seniors will be permitted two (2) visits, school and/or permanent job interviews, per year. Administrative approval will be required for any variations to this amount.

The counselor's office has toll free phone numbers for most post secondary educational institutions, addresses, and contact points to help students in making visit arrangements. The counselor is available to help students in making visit arrangements, school appointments, and looking at available career options.

Visits should be arranged one week prior to intended scheduled visit. "Last minute" visits will require administration approval. In all cases, written parental permission must be turned into the office and the school absent/class makeup form must be completed with teacher signatures before scheduled date of visit.

No visits will be allowed after the first of May. Visits on certain other days may be denied at the discretion of the counselor or administration.

STUDENT CONDUCT & RESPONSIBILITIES (Series 500)

Freedom of Expression (503.1)

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Student Conduct (503.1)

Discipline policies, rules and regulations are necessary to maintain an orderly structured environment in which the maximum learning can take place. It is the student's responsibility to review this student handbook carefully and take the handbook home so you and your parents or guardians may also review the enclosed policies. If any questions develop concerning the policies outlined within this document or the enforcement of the handbook, please contact your building principal.

In addition, throughout life individuals and groups must conform to certain expected standards of behavior, therefore, discipline in our schools is a form of preparation for post high school experiences. Discipline procedures are established to insure that an acceptable standard of order is maintained. Different types of disciplinary situations require different corrective strategies. Corrective strategies should be firm enough to discourage or to change the actions to accepted behavior. The corrective actions should be progressive in severity for repeated violations and for the types of behavior demonstrated.

We have tried to spell out the majority of situations and/or behaviors that can reasonably be expected and in some situations the corrective action necessary. Inevitably, there will arise situations not covered in this handbook. The building principal/faculty member will use his/her judgment in handling these situations.

Insubordination and Disrespect (503.1)

Members of the staff shall have the authority necessary to carry out such school procedures that are reasonable in maintaining an orderly and safe school atmosphere. Insubordination and disrespect are incompatible with good citizenship, government and educational programs. Disrespect to a staff member will not be tolerated and disciplinary actions will be taken

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state, community, and school district. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens.

Detention (503.1)

A supervised, strictly disciplined period of time will be established as a first-line disciplinary action. There are two types of detention, room and building. A room detention exists when a teacher finds it necessary for a student to stay after school for a violation of unacceptable behavior within the teacher's classroom. This detention will take place in the teacher's classroom within the established time by the teacher. The teacher must approve all absences from teacher detention, in advance. Failure to serve a room detention will result in further disciplinary action.

A building detention may result when building rules and regulations are violated or an infraction occurs outside of a designated classroom. Once detention time has begun it will be served in 1/2-hour increments.

Students assigned detention will be notified the responsibility for the student's transportation home is that of his/her family. Students listed on the detention list will not have privileges during study hall.

Students must complete their detention when scheduled. Skipping a detention will result in the overdue time being doubled. Continued non-served detention will lead to stricter consequences (suspension, restriction, expulsion, etc.)

The following rules apply to students in detention hall:

1. Students must be seated and quiet by the specified time.
2. There will be absolutely NO TALKING OR SLEEPING.
3. The teacher, not the bell or the clock, will dismiss the student at the end of detention.
4. All regular school rules will be in effect in addition to the above.
5. Each student must bring work to keep him/her busy or the supervising teacher will assign something for him/her to do.
6. All technology will be turned in to the detention supervisor prior to serving.

Detention may be assigned by any teacher, administrator, or adult in charge to correct observed misconduct.

7-12 Class Removal (503.1)

If a student is deemed to be either out of instructional control and/or a disruption interfering with the normal classroom operation, they will be removed (requested to leave) from that classroom and sent to the principal's office. Once removed, the following procedure will occur:

1st occurrence:

- 1) A statement about what occurred in the classroom will be taken from the student.

The student will not return to that classroom on this day, but will be sent to their next period class if the administrator or designee deems the student capable.

- 2) A statement about what occurred in the classroom will be taken from the instructor (email) and a phone call will be made home by the instructor within 24 hours of the event.

If, after review of the statements written by the student and staff member, the administrator believes that further information is necessary for clarity of the situation a statement from a witness(es) may be taken.

- 3) A conference will need to be held between the student and the instructor prior to the next class day (either after school, during lunch, during a prep period, or before school the next day).

2nd occurrence:

Steps 1 and 2 above, and the building administrator or designee will mediate in step 3 to work with both parties on an amicable agreement so that both can move forward in the classroom. With principal discretion, the parent may also be communicated with about this meeting and asked to attend.

3rd occurrence:

Steps 1 and 2 above, and a meeting will be called as soon as possible involving those concerned. Those invited to this meeting should include (but is not limited to) the instructor, the student, the parent(s), the school counselor, the at-risk coordinator, AEA personnel, and the building administrator.

If a student refuses to leave the classroom when asked to do so by the instructor, then the administrator or designee will be asked to come to the classroom to assist by the instructor, other staff member, or other student. If the student will still not cooperate with the administrator or designee, the classroom may be cleared of other students, local authorities may be contacted, and charges may be filed for disorderly conduct against the student. If necessary, additional consequences may be applied to the student at any point by the administrator or designee

(detention, restriction, suspension, etc) up to and including removal from the class with no credit.

Suspension (503.1R1)

Suspension is that period of time a student is removed from classes or the normal school routine for unacceptable behavior. The principal or the superintendent can issue suspensions. In the case of a suspension, the student will be given an informal hearing (due process). Students that skip their assigned suspension date will face further consequences, which may include additional suspension time or possible expulsion.

In-School Suspension:

1. Students on in-school suspension will be isolated from the student body for the designated time of the suspension.
2. Students will not be eligible to participate in extra-curricular activities to include practices during the suspension.

Out-of-School Suspension:

1. Students on out-of-school suspension will not be on school grounds except for parental conferences, or with administrative permission.
2. Students will not be eligible to participate in extra-curricular activities to include practices during the suspension.

Expulsion (503.2)

Expulsion is an extreme measure of discipline to be employed only when other available school resources are unable to constructively address student misconduct. The Board of Education may expel a student who fails to abide by the school's established policies.

Fighting/Violent Acts (503.1)

Fighting or violent acts may be considered an act that may merit suspension or expulsion. The seriousness of the situation will have direct impact on the disciplinary action.

Leaving the Building (503.1)

Any student leaving the building during the school day must checkout through the office. Students must have verbal permission from office staff personnel prior to leaving the building. The only exception is students leaving during their lunch period. Failure to follow this procedure may result in being considered truant and having consequences (restriction, detention, etc.) put in place.

Public Displays of Affection (503.1)

Overt displays of public affection will not be permitted while in the building. The teachers, counselor, and principal will work with violators to correct the behavior. If the action continues, after warnings/discipline, parents may be notified and asked to partner with the school to help correct the situation.

Substance, Tobacco, and Alcohol (On campus) (502.7)

Tobacco, alcoholic beverages, mood or mind altering substances or any facsimile thereof are forbidden products for students to have in his/her possession, use/consume, and sell or exchange while on school property or at any school sponsored event. These products are considered to be detrimental to the health and well being of students and are unlawful. Students who are involved in the use of or the school district official has a reasonable suspicion of the use of alcoholic beverages, tobacco mood or mind altering substances or in possession of the same, or who are under the influence of alcohol or illegal drugs while on school premises or while attending or engaged in school activities (on or off school premises) shall be removed from the activity, the mainstream of the students, or premises and shall be dealt with accordingly.

Tobacco:

School district facilities and grounds, including school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored

and non-school sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco nicotine product or leave the school district premises immediately. A student consuming or possessing tobacco and/or nicotine products while on campus will be given a 3-day suspension for the first offense and law enforcement may be notified. A second offense will result in a 10-day suspension and law enforcement will be notified. A third offense will result in recommendation for expulsion for the year.

- 1st Offense - Possession and/or use at school or a school-sponsored activity will be suspended for three (3) days. Law enforcement may be notified.
- 2nd Offense - Possession and / or use at school or a school-sponsored activity will be suspended for ten (10) days. Law enforcement will be notified.
- 3rd Offense - Will be recommended to superintendent for expulsion. Notification of Law Enforcement

Alcohol:

A student consuming, possessing, under the influence of, or giving the appearance of being under the influence of alcohol while under the school's jurisdiction will be given a 5-day suspension for the first offense. A second offense will result in a recommendation for expulsion for the year. In addition, law enforcement will be notified

- 1st Offense - Possession and/or delivery or under the influence may be suspended for up to five (5) days
- 2nd Offense - Will be recommended to superintendent for expulsion. Notification of Law Enforcement

Influence of Non-prescribed drugs and / or controlled substance:

A student under the influence of, or giving the appearance of being under the influence of non-prescribed drugs and / or controlled substance while under the school's jurisdiction will be suspended up to ten (10) days for the first offense. A second offense will result in a recommendation of expulsion to the superintendent. In addition, law enforcement will be notified.

- 1st Offense - May be suspended for up to ten (10) days
- 2nd Offense - Will be recommended to superintendent for expulsion
Notification of Law Enforcement

Possession and / or delivery of non-prescribed drugs, and / or controlled substance:

A student in possession of or delivering a controlled substance will be recommended for expulsion. In addition, law enforcement will be notified.

- 1st Offense - Recommendation to superintendent for expulsion
Notification of Law Enforcement

Other considerations for expulsion:

- Middle School Students may be provided an educational alternative (such as Woodward Day School).
- High School students may be allowed to continue their education through correspondence, on-line courses or DMACC Learning Center.

The Parent / Student is responsible for any cost related to educational opportunities.

These penalties do not start over from year to year. The infractions and penalties will follow the student throughout their career. Formal evaluation and/or counseling of the student by school administration approved individual or institution may be a condition prior to returning to school. Evaluation and counseling may also be requested in place of or part or all of a suspension if recommended by school administration. If the district requires rehabilitation counseling prior to re-admittance to school, the counseling will be at the student's expense.

Search and Seizure (502.8)

School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches may involve outside authorities and at their discretion any means necessary to conduct a reasonable search.

Drug Dog Notification

In a continuing effort to create the safest environment possible, the Madrid District may work with law enforcement to utilize drug dogs to check the buildings, lockers, parking lots, and any other district grounds at any time without any sort of prior notice. Please direct any questions you may have about this to the Superintendent at (515)795-3241.

Interrogations of Students by Outside Agencies (502.9)

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If the parents cannot be contacted law enforcement officials may continue with the interview process in order to maintain a safe and orderly environment.

Student Lockers (502.5)

Student lockers are the property of the school district. By virtue of this ownership, we reserve the right to make periodic examinations of the locker and its content. A school official, law enforcement official, and/or another staff member will conduct the examination. The student to whom the space is assigned need not be present to conduct the search. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expense to repair damage done to a student's locker may be charged to the student.

Dress Code (502.1)

Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. This policy may be enforced anytime during the school day or while in attendance at school sponsored activities. Students are expected to adhere to reasonable levels of cleanliness and modesty. A decent coverage of the body will be expected and students are to be clothed from shoulder to mid thigh. Students must wear a t-shirt or shirt under a t-shirt that has had the sleeves cut out where the student's sides are exposed.

The following will not be considered as appropriate school attire:

- Wearing attire advertising or promoting items illegal for use by minors, including; but not limited to, alcohol, tobacco, or drugs.
- Attire that displays or makes reference to obscenity, profanity, vulgarity, and racial or sexual remarks.
- Clothing making reference to prohibited conduct, or gang activities.
- Headwear that includes hats or bandanas are not to be worn anytime in the building from the first bell of the day until the last bell of the day.
- Open midriff, crop shirts, tube tops or any other tops that exposes individuals mid section. This will be enforced at the discretion of administration
- Clothing with inappropriate holes above the knees that exposes an individual's under garments or lack of.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate for safety reasons and students must comply with the requirement.

The principal or administrator in charge will make the final determination of the appropriateness of the student's appearance. The final determination of appropriateness will not be open for negotiation. Students inappropriately dressed are required to change their clothing or leave the school to make the necessary adjustments to their wardrobe. If a student elects to leave the school during the school day, the time required to change the clothing and return to school will be made-up by the student.

Care of School Property/Vandalism (502.2)

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism will not be tolerated. This may include, but is not limited to the defacing of walls, desks, lawns, or other school district property. Parties found to have damaged any school property will be dealt with accordingly. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district for repair or replacement. In certain circumstances, students may be suspended and/or reported to law enforcement officials.

Theft (503.1)

Theft of school property or private property while it is on school grounds and the possession or sale of stolen property will be handled as a serious offense. Students may be suspended and/or reported to law enforcement officials.

Trespassing (503.1)

It is the Madrid Board of Education Policy that the school grounds are off limits when school is not in session or when there are no evening activities. The campus will be closed between the hours of 11:00 p.m. and 6:00 a.m. with the exception of activities dismissing or returning after hours.

Bicycles/Skateboards (503.1)

For the safety of all students, riding skateboards on school premises is prohibited and bicycle riders abide by the following guidelines:

1. Every student who rides a bike to school should park it in the racks on the West side of the building.
2. The school district will not be responsible for lost or stolen bicycles. It is advised that you lock your bicycle for security reasons.
3. No one is to touch, handle, or use, in any way, the bicycle of another person without the owner's consent.
4. Obey traffic laws at all times. A student abusing the safety rules may lose the privilege of riding the bicycle to school.

Driving and Parking Regulations (502.10)

Students who drive motor vehicles to school are required to leave them parked until they leave school at the end of the school day, unless special permission is given by the school administration. No student will be allowed to drive for open lunch, or go to his or her car during the school day without permission from the office. This also applies to being in any vehicle during the lunch period or at any other time during the school day. It is advised that students lock their vehicles while parked on school grounds.

Students must obey all posted signs, and also must obey all traffic laws while in the vicinity of the school. Loitering in the parking area is not allowed in the morning before school. Students will give school buses the right of way at all times. Students not exercising good driving or parking practices on school grounds may have school parking privileges revoked for a period of time.

STUDENTS ARE NOT PERMITTED TO LEAVE DURING THE SCHOOL DAY RIDING IN OR ON MOTOR VEHICLES DRIVEN BY ANYONE OTHER THAN THEIR PARENT WITHOUT ADMINISTRATIVE APPROVAL.

Students are to park within the marked spaces in the lot. Violators will be asked to move their cars then may have parking privileges suspended for future offenses. The lower level parking and the spaces immediately south of the building are reserved for faculty and staff.

Academic Dishonesty (503.1)

Students are expected to do their own schoolwork. Dishonesty by looking at another student's schoolwork, copying others' work, copying from other sources, or similar dishonesty will not be tolerated. Students that are found in violation of dishonesty face penalties that may include verbal reprimand, detention, loss of credit for the work or class, suspension or expulsion if found guilty on multiple occasions. Individual teachers are given the latitude to deal with dishonesty on a case-by-case basis.

Distractions in School (503.1)

Electronic devices, toys, or other items that create distraction in the classroom or building may be taken away from the student(s) and may be returned at a later time or date, or turned into administration.

Also, gift exchanges during the holiday season should be restricted to outside of the school day, preferably off school grounds.

Cell Phone/Other Technology Devices (503.1 & 605.6)

As most cell phones now are smart phones and have internet capability, they may be used in the classroom as an instructional tool (as may tablets, laptops, etc.). Each instructor will determine their own classroom policy for the use of technology tools in the classroom and this policy will be posted on a classroom wall and in the class syllabus that is handed out at the beginning of the year. If a student violates the classroom policy, the following procedures will be followed:

1st offense: Student turns in the device to the instructor for the remainder of the class period.

2nd offense: Student turns in the device to the instructor and may pick up at the end of the day in the office.

3rd offense: Student turns in the device to the instructor, and the parent will be required to pick up at the end of the day in the office with the request that the student cell phone be disabled during the school day.

4th offense: Same as 3rd offense with additional consequences for the student.

Further infractions of this policy will result in more serious discipline procedures. A student who refuses to turn in the device to the instructor when requested will be removed from the classroom for that period due to insubordination and will receive additional consequences from administration. If a staff member believes that something illegal or against school district policy is on the cell phone or technology device, then that device should be handed over to administration. Building officials may investigate a device (or other facilities/spaces in the public school) in a situation where reasonable suspicion exists that a student has violated or is violating either the law or a school rule or regulation (Iowa Code 808A.2 and New Jersey vs. TLO: 469 U.S. 325).

1:1 Chrome Book Expectations

As Madrid continues to increase technology opportunities students will be loaned Chrome Books to use during the school year. Students will be expected to follow the rules and guidelines set forth to maximize the educational opportunities. Students and staff will work together to use technology as an educational tool and consistently talk about safety and digital citizenship.

Fines, Fees, & Charges (503.3)

Students may be assessed fines, fees, or charges for the materials needed in a course, overdue school materials, for participating in activities, or for misuse of school property.

Lost and Found

Students/parents should contact the office regarding any lost or found items. Items not claimed at the close of the school year will be donated or disposed of.

Food and Drinks (710.3)

Students, if at all possible, should consume food and beverage in a place meant for this consumption (i.e. cafeteria). Classroom rules will apply for food and beverage during the school day.

Student/Parent Concerns (502.4)

Students may file a concern regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the concern with the employee.
- If unsatisfied with the employee's response or if there is no employee involved, make contact with the principal.
- If unsatisfied with the principal's response, discuss the concern with the superintendent.
- If unsatisfied with the superintendent's response, students/parents may request to address the school board. The board determines whether it will address the concern and may set an appropriate time frame to discuss the issue.

Student Publications (504.3)

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor or principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publication, is not an expression of school district. The school district, the board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- Obscene, libelous, or slanderous;
- Encouraging students to commit unlawful acts;
- In violation of school district policies, rules or regulations;
- Causing material and substantial disruption of the orderly and efficient operation of the school or school activity;
- Disruptive or interferes with the education program;
- Interrupting the maintenance of a disciplined atmosphere;
- Infringing on the rights of others.

STUDENT HEALTH & SAFETY

School Closing (804.2)

If bad weather or other emergencies prevent school from operating on a normal schedule, the announcement will be made on WHO Radio (1040 AM), television channel(s) 5, 8, and 13, on our district website, and through our text messaging system.

Emergency Forms (507.4)

At the beginning of each school year, parents must file an emergency form with the office. These forms provide the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office @ 795-3240 if the information on the emergency form changes during the school year.

Student Illness or Injury at School (507.4)

A student who becomes ill, feels they have a fever, or is injured at school must notify his or her teacher and school nurse as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school

contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

* For safety reasons, students are not to leave the building at any time without checking through the office.

If a student has had surgery or any illness where there might be a question of participation in physical education, he/she must present a request from a physician in order to be withheld from class.

Illness in School: If a student is feeling ill during the school hours and the nurse is in the building, the student will be evaluated by the school nurse to determine and appropriate plan of action. If it is determined that the student needs to go home, the nurse will contact their parent/guardian for transportation arrangements. If the student contacts a parent directly concerning an illness, the student will be required to be evaluated by the school nurse and the parents contacted, prior to the release of the student.

**This is done in order to assess the student's current health condition and evaluate if the student is safe to provide their own transportation home or transportation from the parents. This also allows the nurse to determine if further evaluation is needed by a primary health care provider.

Administrating of Medication (507.2)

Prescription Medication: With the exception of diabetic insulin pump or asthma inhalers that have a signed Asthma Action Plan on file, students are not allowed to carry or self-administer **any** medications. These medications will be dispensed through the nurse's office.

Prescription medication administered at school must be accompanied by a completed and signed *Medication Permission Form*. The medication must be in the original container with the following information:

- Name of student
- Name of medication
- Date of prescription
- Time and dosage
- Name of physician
- Name of pharmacy

Note: Most pharmacies will issue a second container with correct labeling if the medication will be given both at home and school. **Non-prescription Medication:** Students are not allowed to carry and self-administer any over the counter medications. These meds are to be kept in a locked cabinet in the nurse's office and will be dispensed according to parental permission. If medication is provided, it must be in the original container with the student's name clearly attached. Written permission to dispense must be completed using the *Medication Permission Form or the Health Update Form*.

Health Forms (507.1)

All health forms are available on the school web site, the site office and in the registration packets.

Health Update and permission for over the counter medication is on the backside of the emergency information form. This should be updated annually. It provides staff with information on any chronic health issues that could interfere with student academic success.

Asthma Action Plan: Students who are diagnosed with asthma or reactive airway disorder and who carry inhalers must have this form signed by a physician and on file annually. It provides permission for the student to carry their inhaler and also provides intervention guidelines in the event of breathing difficulties.

Food Allergies: There are two forms that must be completed annually if your child has a food allergy. The *Food Allergy Medical Action Plan* provides the health and education staff guidance for intervention in the event of an allergic reaction. The *Medical Statement for Special Means* must be completed in order for our Food Service staff to provide substitutes. Both of these forms must be signed by a physician.

Natural Remedies and Supplements: Pursuant to Iowa Code and Iowa Board of Nursing Ruling #81, the school nurse (or designee) **MAY NOT** administer natural, homeopathic

remedies or supplements to school children during school - even with parent consent. These remedies are not under FDA or state regulations, therefore neither the safety nor effectiveness of these products is guaranteed.

Immunizations (507.1)

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students (may also be/are) required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Applicants not presenting evidence of immunization, or exemption, are not entitled to enrollment in a licensed child-care center or elementary or secondary school under the provisions of Iowa Code section 139.9. It shall be the duty of the admitting official to deny enrollment to any applicant who does not submit proper evidence of immunization according to rule 7.5(139)-Iowa Department of Health/Iowa Administrative Code-Chapter 7.

Any student that does not have at least one dose of a required vaccine will not be able to attend school until they have received that vaccine. If a child has had a least one dose, but has not completed the series (i.e. if they have only received one MMR vaccine), they will have 60 days from the first day of school to receive the missing vaccine before they are excluded from school. This is in accordance with state law (Iowa Code, chapter 139a. (8)6).

Immunization requirements:

Dtap: 5 doses

Polio: 4 doses

MMR: 2 doses

Hepatitis B: 3 doses

Varicella: 2 doses

Tdap: 1 dose (7th grade and older)

Meningococcal (7th grade 1 dose, 12th grade 2 doses)

Communicable and Infectious Diseases (507.3)

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

When a student has been ill with any communicable disease, he/she must remain absent the designated length of time before returning to school. If the absence is for 3 days or longer, the student should present a permit to re-enter school signed by a doctor.

HAWK-I Insurance for Children (507.6)

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

Insurance Program (507.6)

We have a full program of insurance coverage, which we offer to you as a service. Students who engage in those activities where it is necessary to travel out of town

must carry all-purpose insurance. Requirements will be waived only if students bring a slip from home or check the appropriate statement on the registration form saying the family already has comparable insurance. This note or insurance form must be filed in the principal's office.

Emergency Drills (507.5)

Periodically the school holds emergency fire, tornado and evacuation drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, will be reported to law enforcement officials.

Evacuation (507.5)

Students, faculty and staff will be trained in the administration of A.L.I.C.E. emergency response protocol. A.L.I.C.E. stands for ALERT, LOCKDOWN, INFORM, COUNTER and EVACUATE. More information about this process can be found at: <http://www.alicetraining.com/what-we-do/alice-componets/k-12/>

In the case of a real emergency response situation (example: armed intruder), staff members have been empowered to make the best decision possible based on the information they receive in order to keep our students safe. Information will be sent out through text message, our district website, email, and other social media to inform parents of this evacuation. The reunification point during an evacuation situation is the St. Malachy's Church. Students at the reunification site will only be allowed release to a parent and/or emergency contact.

Human Growth and Development (603.5E1)

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Health Screening (607.2)

School Personnel or the A.E.A. may do routine screenings for vision, hearing, head lice and dental for the healthcare and general welfare of our students. These screenings are not of a diagnostic nature and do not replace a medical examination. They are done as a service to assist parents and staff in identifying the potential for further screening. If you pursue a follow-up based on these screenings please file results with the school.

Vision screenings are done for grades K, 3, 6 and 9. Screenings may also be done at the request of a parent, teacher, or A.E.A team for the purpose of evaluation. Results will be sent home with referrals for students who did not pass the screening.

Dental screening is done for Kindergarteners that do not have a dental exam or screening on file. This is a noninvasive examination of the teeth for obvious tooth decay or injury that would require a further dental examination.

If you do not wish for your child to receive any or all of these screenings, contact the school. The screening refusal will be placed on the child's file.

Posting of Information (903.5)

Anyone who wishes to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. The principal must sign all materials posted by students. Any material posted without the proper signature will be removed.

Inspection of Educational Materials (605.2)

Parents and other members of the school district community may view the instructional materials used by the students.

The instructional materials must be viewed on school district premises during the normal school hours (8:00 a.m. to 4:00 p.m.). Copies may be obtained according to board policy.

School Announcements 903.5)

Students are responsible for knowing the content of daily announcements. Generally the announcements are read daily and posted in the office for easy access. Students who wish to have an item included in the daily announcements must have permission from the proper authority.

Visitors, Student Visitors, or Guests (903.3)

In keeping security and safety for our students and staff, visitors to the school grounds must check in at the principal's office to receive a visitor's pass. Valuable classroom instructional time should never be interrupted by a social visit.

Instructors having a visitor speak to their classes should welcome the speaker at the Principal's Office and walk them to their classroom and out of the building when completed.

Former graduates wishing to visit with instructors should call or email to arrange a time to meet with the instructor during an open time (before school, prep period, lunch, or after school).

Former graduate or community members wishing to utilize the weight room during the school day must have administrative approval and sign in at the office when arriving.

Students from other districts will not be allowed to visit during the school day, as this could become a behavioral management and/or liability issue for the district.

Parents/guardians or other relative(s) may come in and observe and/or have lunch during the school day with approval from building administration.

Legal Status of Students (506.2)

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. In situations of divorce the non-custodial parent must prove joint custody yearly to receive information regarding their student. The school district needs to know when these changes occur to ensure that the school district has a current student record for safety purposes.

Threats (503.1)

Threats against students, staff, property of the school, or property of an individual will be taken seriously. Threats will be investigated by the school and may involve further investigation by law enforcement.

Weapons (502.6)

School district facilities and grounds are not an appropriate place for weapons, firearms, or dangerous objects. Weapons, firearms, and other dangerous objects shall be taken from students and others who bring them on the school district property on property within the jurisdiction of the school district, or from students who are within the control of the school district.

In addition, any object which could be used to injure another person and which has no school-related purpose may be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury may be considered a weapon.

Confiscation of weapons, firearms or other dangerous objects shall be reported to law enforcement officials, and students will be subject to disciplinary sanctions, including suspension or expulsion.

Students found by the Board of Directors to have brought a firearm to school and/or possessing a firearm at school, in a school vehicle, or at a school activity shall be expelled for a minimum of one calendar year. The Superintendent may recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this policy, this term "firearm" includes any weapon which is designated

to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Firearms under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display firearms or other dangerous objects for educational purposes on a limited basis.

Harassment (104)

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- touching oneself sexually or talking about one's sexual activity in front of others.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, safety, personal property etc;
- demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Sexual Abuse & Harassment of Students by Employees (402.3)

The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for

investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the building level Guidance Counselor at 795-3240 as its Level I investigator. The superintendent may also be contacted directly at 795 3241.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Homeless Students (501.16)

In 1987 the Stewart B. McKinney Homeless Assistance Act was enacted to confront the problems associated with homelessness in the United States. For local schools to comply with the legislation related to serving students experiencing homelessness, we must identify eligible students. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
- sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; (sometimes referred to as doubled-up)
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- waiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

As a district we have a duty to serve all students. A group of students that needs served that can easily be over looked are homeless children. The definition of homeless is given below. If you believe you are homeless, or know of a child that would fit the definition below, please contact the district homeless liaison, Brian Horn, at the Madrid District. The phone number is (515) 795-3241.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Asbestos Notification (804.4)

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified management planner has developed an asbestos management plan for the school district facilities. A copy of the management plan is available for inspection in the Administration Center.

Technology Use Policy (605.6)

- I. Responsibility for Internet Appropriate Use.
 - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as: A collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.
 - B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
 - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

- II. Internet Access.
 - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
 - B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students, unless it is part of the course curriculum in grades 9-12.
 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, which require efficient, ethical and legal utilization of network resources.
 4. To reduce unnecessary system traffic, users may not use real-time conference features unless approved by the director of technology or superintendent.
 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
 7. The school district makes no guarantees as to the accuracy of information received on the Internet.

- III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

IV. Student Use of Internet.

- A. Equal Opportunity - The Internet is available to all students within the school district through teacher access. The number of available terminals, and the demands for each terminal may limit the amount of time available for each student.

- B. On-line Etiquette.
 - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 - 2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - 3. Student access for electronic mail, if part of the 9-12 curriculum, will be provided through the district. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail; so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.

- C. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- D. Unauthorized Costs - If a student gains access to any service via the Internet, which has a cost, involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

- E. Student Violations--Consequences and Notifications.
Students who access restricted items on the Internet are subject to the appropriate action described in board policy.

Restricted students may use computers under the direct supervision of the classroom instructor for the class-required project. The discretion of allowing or denying this access will be the decision of the building principal, with guidance and/or input from the director of technology.

Use of Security Cameras

Security cameras are in use at the Madrid Community school building and grounds. All actions in the buildings and on the grounds are subject to be recorded. The District will act in a responsible manner with respect to access, disclosure, retention, security, and disposal of the information that is collected and security camera placement. Guidance around the use of the security cameras can be found in Madrid School Board Policies 804.6 and 804.6R1.

STUDENT ACTIVITIES & PROGRAMS

Assemblies (504.6)

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to a designated area during assemblies. Students may be excused from the assembly by the principal.

Field Trips (504.6)

In certain classes field trips may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. All school rules apply while on field trips.

In some cases students may be required to return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

Field trip eligibility guidelines below are for those field trips that are un-graded classroom trips;

- Any student with un-served (past due) restriction or detentions will not be allowed to go on a field trip.
- Students that have had violations of the student handbook for discipline reasons that result in suspensions within the past semester will be ineligible to participate.

Activity Bus (504.6)

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless the student's parents personally appear and request to transport the student home.

School-Sponsored Student Organizations (504.2)

School-sponsored student organizations/activities are those, which are recognized by the school district and board. A large number of these organizations/activities are made available to Madrid students. Each activity is on a voluntary basis and has established rules and regulations that must be followed. We encourage all students to become involved and suggest that they consult the Madrid Activities Handbook for further information.

Participation in school-sponsored student organizations or activities is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

Student Funds and Fundraising (504.5)

Students may raise funds for school activities upon approval of the administration prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School sponsored student organizations must have the approval of the administration prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the superintendent prior to selecting a gift. If the gift is to a particular building the principal must also give approval.

Use of District Facilities by Student Organizations (504.2)

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor; the sponsor will be responsible for supervision and must contact the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Dance/Party Policy (504.6)

These regulations were set up to help guarantee a peaceful and fun environment for our students at their school sponsored dances and it is hoped that all students will follow these rules:

1. The police will be notified of every dance for liability reasons.
2. Sponsors of the group hosting the dance must be present; a substitute is permissible with administrative approval. In addition, the appropriate number of chaperones will be required at every dance.
3. No smoking, drinking of alcoholic beverages, or drugs will be allowed on school property.
4. Appropriate dress must be upheld or hosts and/or supervisor will deny entrance.
5. Students absent from school for any part of the day of the party/dance will not be allowed to attend unless given prior approval by administration.
6. Students that have detention or restriction will not be eligible to attend.
7. High school sponsored dances are for Madrid High School students and their high school or older guests and Dual Enrolled Madrid High School students. Eighth grade students or younger are not allowed attendance at high school sponsored dances. Those bringing guests from outside of the Madrid Community School System or out of high school will be required to sign a guest list no later than the school day before the scheduled dance. Guests of Madrid students are the responsibility of the student signing them in and must obey all the rules. Each Madrid student may be allowed one guest per dance. To be eligible to attend any dance the guest must be a full time 9-12 student in another high school or a graduate of another high school. Individuals that cause concern of a safe and orderly activity will not be permitted to attend.
8. Junior high parties/dances are for Madrid 7th and 8th grade students only. Junior High will be limited to two social activities per year, 1 of which may be a dance social. Dances or other social activities will conclude by 9:00 p.m. No guests will be allowed from outside Madrid Junior High. School rules and regulations are the same as a normal school day. Students absent from school for any part of the day of the party/dance will not be allowed to attend the activity unless prior approval has been obtained from the principal.
9. Those organizations sponsoring the dance must have all arrangements made no later than one week prior to the dance or event and must turn in the list including contracts, chaperones, police names, refreshments activity schedule and decorations to the principal by that time. If this is not done or if the dance or event is not approved, the event will not be held.
10. Parties or dances held off school property will not be considered as school sponsored with the exception of prom.
11. Students who leave a dance must sign out and are not allowed to re-enter the dance.

Prom (504.6)

Prom is an activity for the members of the Junior and Senior class attending Madrid High School. Individuals that are not in full time attendance at Madrid High School are not eligible to participate in Prom. However, any student who has met Madrid High School credit requirements for graduation or are in programs to meet Madrid's requirements are eligible for attending prom. Students that are not juniors, seniors, or not in attendance at Madrid high School are eligible to attend as a date of a qualified attendee.

Class Activities (504.6)

Class sponsors are appointed to work with each class by the administration. The class officers and committees carry on the routine work of the class. The president of the class should consult with at least two sponsors in regard to all class activities (including class meetings, etc.) One sponsor must attend all meetings.

In order for a class meeting to be held, the principal must grant permission and a written agenda of business must be drawn up and presented to both the sponsor. Class secretaries will make out a report of meetings and return it to the principal's office for filing.

For class business, emphasis should be placed on the orderly handling of finances. No bills should be charged to the school. All bills should be taken care of promptly. Expenditures should be in the hands of class officers, sponsors, and committee chairpersons. Charge accounts at stores should be under the name of the class organization as well as the name of the purchaser. The sponsors and the principal must approve all purchases. Requisition forms for this purpose may be secured in the principal's office. All money should be deposited in the principal's office. Do not run the risk of leaving it around the building or in the car of a student. The School Board Secretary will write checks for all bills. A financial statement will be available each month if needed.

Students Elected to Student Council or Class Officer (504.1)

Students that are elected to either of these positions must be in good standing in the school. To be eligible for election the student must have passed all their classes the previous semester. Removal from office may result if a student fails one or more classes, does not fulfill his/her obligations, causes disruptions at school, or displays disrespect toward the staff. The student may be given a warning in writing if his/her office is in jeopardy. Any student currently in violation of the Good Conduct Policy within the current school year or from previous summer is ineligible to run for office. Students found in violation of the good conduct policy will be removed from office immediately for the duration of that school year.

Guidance Program (607.1)

Guidance services are extended to every student. These services provide an articulate sequential program to assist students with their personal, educational, and career development.

This program will function with the belief that guidance:

- Is a functional and integral part of the educational process.
- Is for all students.
- Is primarily developmental in nature, although, remediation and additional attention may be necessary for some students.
- Is a planned sequential program that enables students to develop to the fullest of their potential.
- Is a cooperative relationship of students, parents, teachers, counselors and administrators working together.
- The program enhances, complements, and reinforces teachers and the educational program.

Students should consult the counselor, and/or teacher for assistance as deemed necessary for help on career planning, class selection, and other areas of concern.

Library/Media Center Services and Policies (605.5)

The Library/Media Center is a resource area provided for the students' educational and recreational reading. To allow it to function for the benefit of everyone, a few simple rules and regulations must be observed. Current magazines and reference materials are not to be taken from the library at anytime. Students are not to cut any articles from papers, magazines or books without special permission of the librarian. Defacing library materials (magazines, books, papers, etc.) is grounds for suspension and fines. The fine for overdue books is 5 cents per day. Please take magazines and newspapers to your table. Books, newspapers, and magazines are to be checked in and out at the library desk by the librarian. Dictionaries, encyclopedias and other reference materials are to be returned to their proper place when you are finished with them. Do not leave any library materials on the tables. You will be permitted to sign out of the study hall to the Library.

Fines - All material checked out from the library is dated with a due date. An overdue list will be published regularly. If material is not returned on the due date, the fine begins on the due date.

Overdue books	5 cents per day
Overdue reserve books	5 cents per hour
Overdue magazines	5 cents per day
Overdue vertical fine material	5 cents per day
Lost books	Cost of the book

Lost magazine Cost of the magazine
Lost vertical file material 25 cents
Copies..... cents each page

Fines may accumulate up to the replacement cost of title. The fine is kept on record until it is paid, but the fine stops accumulating when the material is returned.

Library Dismissal - Students who cause disturbances in the library or are abusing their privilege of using the library will be asked to leave the library. The first time the student is asked to leave the library he/she will be sent back to class or to the office and will not be eligible to return for five (5) days. The second time the student will need a pass from the office before returning to the library. Any subsequent times, the student must request a meeting with the Library Board to include the librarian, administrator or designee, and a committee of teachers.

Drivers Education Program

Thirty hours of classroom and six hours of behind-the-wheel instruction are needed to meet state requirements for this course. Students who are at least 15 years old and have received their Driver's Permit will be eligible to enroll. It is the student's responsibility to get a learner's permit prior to beginning the driver's education classes. There is a registration fee for this class. Please refer to www.streetsmartsdriversed.com for additional information.

STUDENT RECORDS

Educational Records (506.1)

The Madrid Community School District collects and maintains records about each student in order to facilitate the instruction, guidance and educational progress of the student. Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information

released to the public must make objection in writing to the principal. The objection needs to be renewed annually.

Name, address, telephone number, date and place of birth, e-mail address, major field of study, participation in recognized activities (including rosters), height and weight of members of athletic teams, dates of attendance, degrees and awards received, the most recent or previous school attended, photographs or similar likeness.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave.SW
Washington, DC, 20202-4605.

Yearbook and Composite Photographs

Student composite and yearbook pictures will be restricted to head/shoulder shots of student only. No costumes, inappropriate attire, (or lack of), hats, or props should be used. The administration has the right to reject any pictures presented if deemed unacceptable.



STUDENT SCHOLASTIC ACHIEVEMENT

Grading (505.1)

Grading is intended to evaluate student progress. Because of the diverse subject matter, the different levels of maturity, the varied teaching styles, and the individual learning patterns that exist within a school system, no specific grading system is uniformly applied throughout the school. Each teacher will spend the time necessary at the beginning of each term to ensure that all students understand the methods and means by which they will be evaluated and graded.

Interpretation of the letter grading scale:

<i>Letter Grade</i>	<i>Low</i>	<i>High</i>	<i>Point Value (12 pt. scale)</i>
A	92.5	100	4.00
A-	89.5	92.4	3.67
B+	86.5	89.4	3.33
B	82.5	86.4	3.00
B-	79.5	82.4	2.67
C+	76.5	79.4	2.33
C	72.5	76.4	2.00
C-	69.5	72.4	1.67
D+	66.5	69.4	1.33
D	62.5	66.4	1.00
D-	59.5	62.4	.67
F	0	59.4	.00

SPECIAL NOTE Students identified with specific educational needs and/or remedial learning will be provided with adjusted materials.

If a student takes a class and receives an F or low grade and then retakes the class in order to earn a passing grade or get a higher grade the following place. The student transcript will show the student took the same class twice and what the grade was each time, however the higher grade will be used for the student's GPA.

Valedictorian and Salutatorian (505.3)

The student(s) in the senior class with the highest grade point average will be recognized as valedictorian(s) at graduation. The second highest grade point average will be recognized as salutatorian. Should there be more than one valedictorian, a salutatorian will not be recognized. To be eligible for these honors, a student must have successfully attended eight or more semesters of high school (grades 9-12) as a full time student. A student must have also earned at least one-half of the required graduation credits at Madrid High School. Students opting for early graduation (six or seven semesters) will not be eligible for these honors.

The grade point averages are figured on grades earned in grades 9-12 and are figured according to the same criteria used to determine the honor roll. Post-secondary options classes will not be figured into the grade point average.

Grade Reporting (505.1)

The school makes a number of attempts to communicate with the student and the home regarding the progress being made. Primary means include the following:

1. Weekly academic eligibility slips are used as means of communicating to parents that their student is failing a class or classes.
2. Mid-Quarter Reports - In an effort to insure that students are aware of their progress or standing in a class and to keep parents/guardian informed of their son/daughter's progress, mid-quarter deficiency slips will be mailed to parents/guardian. The deficiency slips DO NOT represent a recorded grade and will be sent to those students with a D or F average at mid-quarter of each grading period.
3. Report Cards - Report cards are sent home at the end of each nine weeks and report the quarter grade, semester grade, semester average, tardies and attendance. Report cards are to be picked up at the end of the year at the school office.

Students must complete course requirements prior to the end of the quarter or semester. The teacher with the permission of the principal may grant extensions in extreme circumstances. Failure to finish an incomplete course may result in a failing grade and loss of credit.

Honor Roll (505.3)

The purpose of the honor roll is to provide recognition for those students (grades 7-12) achieving high academic standards. For a student to be on the "A" honor roll, they must have NO grade below an A- and for the "B" honor roll, they must have NO grade below a C-. Physical education, chorus, and band will not be included when figuring grades for the honor roll. However, a failing grade in any area will disqualify the student from either honor roll. The following criteria will be used to determine the "A" and "B" honor rolls:

"A" HONOR ROLL: A 3.67 grade average with NO grade lower than an "A-".

"B" HONOR ROLL: A 3.00 grade average with NO grade lower than a "C-".

Graduation Requirements (505.5)

Students must have successfully completed the courses required by the board and Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grade one through twelve and the high school students complete 42, 44, 46, or 48 credits depending on graduating year prior to graduation. The following credits will be required:

Requirements for Graduation

Class of 2017
48 credits
Must take a minimum of 6 credits per term
Must pass all required courses

Required Courses

7 credits Social Studies
8 credits English
6 credits Math
6 credits Science
2 credits Physical Education
(.25/term)
19 credits of Electives

The board will review the required courses of study annually. All courses taken (besides online recovery) at Madrid will impact a student's grade point average at the credit level (Carnegie unit) they are offered at (Example: PE is offered at .25 credit will impact GPA at that level).

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Edunuity Time Line

If a senior is involved in taking Edunuity classes as credit recovery to earn enough credits for graduation, the plan for a student to meet the requirements for graduation in the spring must be completed with the counselor or administrator before the beginning of second semester the student's senior year.

Early Graduation (505.6)

The Madrid Administration and Board of Education are not encouraging students to terminate their educational program early. The following guidelines must be followed:

A conference will be required between the student, parents, counselor, and/or the high school principal. The purpose of the conference is to assure that all parties involved understand the student's program and what his/her decision will mean for him/her in the future. If the program is approved by the high school principal and with completion of Madrid High School graduation requirements, it will be understood that the individual involved will participate in commencement. However, the student

will relinquish student privileges and no longer be a student at Madrid High School at the beginning of the following semester upon completion of their requirements.

Anyone desiring an early graduation program must register prior to the beginning of the semester they plan to complete their graduation requirements. The student will carry a full load. The Madrid Community School in an effort to encourage students to complete their secondary education will allow students after completing eight (8) semesters, to enroll only in the courses they need or desire to enroll in and to have an open campus.

Students opting for early graduation (six or seven semesters) will not be eligible for valedictorian or salutatorian of the class.

Physical Education Dress Policy (603.6)

Students are allowed 2 days of not dressing for class each semester. Any non-dress days beyond the 2 per semester or below 75% attendance will result in failing physical education for the semester. The instructor allows make-up for non-dresses on pre-scheduled days at 6:00 a.m. These days will be announced to the students to allow sufficient time to plan attendance.

Medical reasons for non-participation must be a written verification from a doctor. Notes that are not from a bona fide medical professional will be considered a non-dress and can be made in accordance with the policy above.

Junior High Retention Policy (505.2)

A student **MUST** pass the following core subject areas in order to be promoted to the next grade level.

- Mathematics
- Science
- Social Studies
- English

If a student fails one or more of these subjects, the student will be referred to the school advisory committee. The committee will work with the student and their parent(s) before recommending one of the following options:

- Retake the student's current grade level.
- Be promoted, but retake the specific classes failed.
- Other options as recommended by the advisory committee.

The following criteria will be used as an outline for making the evaluations and recommendations:

- Age
- Maturity and ability (educationally, mentally, socially, and physically)
- Conferences with parents about retention
- Teacher evaluation
- Recommendations of guidance counselor and/or principal

National Honor Society Guidelines (505.3)

Not all students may apply for membership in the National Honor Society. A student must have been enrolled in high school for the equivalent of five semesters, two of which are from Madrid High School to be considered for membership. In all cases, only those students who have a cumulative grade point average of a 3.50 or higher meet the scholarship requirement for membership in the National Honor Society.

In all cases, only those students who have a cumulative high school grade point average of 3.50 or higher, are passing or have passed all high school and college courses taken while in high school meet the scholarship requirement for membership in the National Honor Society. After review by the faculty council, members will be notified and able to serve in the Madrid Chapter of the National Honor Society starting in their Junior Year. To maintain this membership, members will be asked to participate in service learning, actively show leadership and character, and maintain a 3.50 cumulative GPA in high school while passing all high school and college courses taken while in high school.

Students should understand that application for membership does not guarantee election. Students will fill out an informational form that will outline their

qualifications in the following areas of leadership, service, and character as established by the National Honor Society Association:

Leadership: The student who exercises leadership

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility accepted.

Service: The student who serves

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-class competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character: The student of character

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

Scoring

Students will be scored on each of these areas (Leadership, Service, Character) using the following numbers:

4	exceptional, creative, unusual
3	receptive, constructive, productive
2	cooperative, but passive
1	negative and destructive

With the above scoring in Leadership, Service, and Character, an accumulated grade point average of 3.50 must be achieved. The information is forwarded to the faculty council for review. Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and that the faculty council is entrusted with making selection decisions.

Dismissal of Members

National Honor Society members should understand that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, services, and character that were used as the basis for their selection. Members are allowed limited warnings during their membership but in case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. Members will be given a hearing before the faculty council. Members found in violation of the good conduct policy will be dismissed. Good conduct violations prior to application will not disqualify students from applying.

Honors Notation (505.3)

The honors program is an extension of the high school TAG program under the guidance of TAG coordinator. This is a program that students work with a teacher mentor and the TAG Coordinator to complete an independent project for honors notation on their transcripts only. For guidelines please make an appointment with the TAG Coordinator

Semester Tests (505.4)

A semester test schedule will be established at the end of each semester for grades 9-12. The semester test will count a maximum of 1/5 of the student's grade.

Registration

(J.H. and H.S.) - The registration procedure involves a pre-registration where the students select courses they are interested in, the development of the schedule to accommodate as many students as possible, and finally place the students in the schedule. Students must be enrolled for at least 6 credits per semester. At the beginning of each semester students (9-12) are given three (3) school days to add or drop courses. All changes and drops will be evaluated on an individual basis for determining grade at point of drop or designation of withdrawal or option for recovery credit.

Post-secondary Enrollment Options (604.6)

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Any supplies/books purchased by the school becomes school property and must be returned following completion of the class(s).

Students interested or anticipating enrollment in this program on the Post Secondary Enrollment Options Act must inform the guidance counselor of the intent to participate during the pre-registration which takes place in March and April of the preceding school year.

Waiver of Student Fees (503.3 & 503.3E1)

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the business manager at registration

or call 795-3241 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Band Instrument Rental (503.3)

It is the judgment of the music department that many of the school owned instruments are in poor condition from lack of funds to make repairs. In light of the fact that many students who purchase their own instruments are paying or have paid months of rent to own them, we feel it necessary to charge a reasonable amount of use of school owned instruments to counter the wear and tear that can occur over time. We suggest the following guidelines:

- a. Students using a school-owned instrument FULL TIME (does not use their own instrument at school) as a music student will be charged the amount of \$45.00 for the school year. This amount includes all students who use wind or percussion instruments owned by Madrid Schools.
- b. Students will be expected to purchase their own resale items for the instruments used (reeds, oil, drum sticks, etc.). The rent is in addition to the amount spent on such items and not considered a band fund for buying resale items.
- c. The school will provide an instrument in good working order and all repairs will be taken care of through the school. HOWEVER, in the event a student damages an instrument by misuse, it will be their responsibility to pay for the repair. Students will be instructed on care and maintenance of the instrument as to avoid the latter from occurring.

Book Rental (503.3)

The book rental fees and other charges necessary to begin the school year will be announced prior to registration. This rental is payable in advance and should be paid at the time of registration. If a student moves from the district during the year, a percentage of what has been paid will be refunded. Books are checked out to each pupil with the condition (good or poor) noted. If they are abused or lost during the period of use, a fine will be assessed. There may be book covers available in the principal's office. The following is used as a guide for fines: loss or damaged beyond repair, replacement cost, and other damages assessed at an actual cost to restore the book.

Music Uniform Fee (503.3)

A \$5.00 fee will be collected from all high school music students for maintenance upkeep and cleaning of high school chorus robes. All chorus members will pay the fee.

Conferences (505.1)

Open hour conferences are held during the first and second semester. Parents, at all levels, are encouraged to contact teachers and/or administrators at anytime they feel a private conference would be beneficial.

Academic Awards and Criteria

Academic Medal (505.3)

An academic medal will be awarded to all students on the high school honor roll for three (3) consecutive semesters with a grade point average of 3.5 and no grade lower than a "C". A scholastic excellence pin will be awarded for each succeeding semester that a student maintains a 3.5 grade point average.

Students who transfer to Madrid High School and have achieved a 3.5 grade point average from their former school must attend Madrid High School for one semester and maintain a 3.5 grade point average to receive an academic medal.

American Citizenship Award (505.3)

The citizenship award is presented annually to a member of the graduating class; and is voted on by the faculty.

The Iowa State Bar Association and the Iowa State Bar Foundation urge that the selection of the winner be based solely upon the demonstrated possession of truly outstanding qualities of American citizenship. The recipient should be active in student and community activities and a reliable and upstanding individual. Please remember, this is not a scholastic, popularity, or athletic award.

The Iowa State Bar Association will make arrangements to have a member of the ISBA at graduation to make the presentation.

John Phillip Sousa Award (505.3)

The John Phillip Sousa Award will be given to a senior band member who:

- Displays excellence in loyalty, cooperation, leadership, Dependability, and musicianship and participated in events outside of the required schedule.
- Has been a dependable member of the H.S. band all 4 years and lettered in band 3 years.

If no senior has meet the qualifications, the award will not be given. If two or more seniors are qualified, the band director will choose the most qualified based on contest ratings, honor band, chair placements, and individual contributions to the band program.

Louis Armstrong Jazz Award (505.3)

The Louis Armstrong Jazz Award will be given to the Senior Jazz Band member who best meets the following criteria:

- Displays superior musicianship, leadership, character, and individual creativity as an instrumentalist in the form of Jazz.
- Has been a dependable member of the H.S. Jazz Band all 4 years and lettered in band for 3 years.

If no senior has met the qualifications, the award will not be given. The band director will look at other factors in the event of a tie.

Des Moines Register All Academic Team (505.3)

The Des Moines Register in 1986 sponsored the first annual academic recognition program in which high school seniors who excelled in the classroom received the same kind of recognition as those who starred in athletics.

A thumbnail sketch of the selection process is as follows:

The state has been divided into five geographic regions, northwest, northeast, southwest, southeast, and central regions. Teams of 10 students each from each region will be chosen. In April the 50 members of the academic all-state and regional teams will be featured in a special section of the Sunday Register. Then, an all-state team of 10 members will be selected from among the 50 regional winners.

Selecting an all-state team, whether in athletics or academics, is not easy. But these organizations; Educational Administrators of Iowa, Iowa Association for Counseling and Development, Iowa Association of School Administrators, Iowa State Education Association and Iowa Association of School Boards -- are supplying a group of judges from among their membership rank. Judging will be based on high school

grades, ACT/SAT scores, a short essay, student leadership and activities, and other evidence of the nominees' academic achievements.

A committee of administrators, counselor, and faculty of Madrid High School will nominate the senior candidate.

Excellence in Attendance Award (505.3)

Graduating seniors who have not been absent more than four (4) days during their high school years (9-12) will be recognized and awarded a certificate at Commencement.

Iowa Choral Director's Association Award (505.3)

The Iowa High School Choral Directors' Association Award will be presented to a vocal student who has given exceptional contributions to the vocal music program during their 4 years at Madrid High School. This award recognizes the musician who has displayed outstanding musicianship, leadership, dependability, loyalty, cooperation, and other qualities of conduct, which vocal music programs strive to achieve.

Outstanding Speech and Drama Award (505.3)

The speech and drama sponsor(s) will offer this award to an outstanding student who has shown excellence in the field of speech and/or drama and has met the following criteria:

- Participates extensively in speech/drama
- Takes on leadership roles in the speech/drama program
- Promotes student interest in the program
- Demonstrates a high level of interest in the field of speech and drama
- Demonstrates an ability to work with others
- Is able to communicate effectively with others
- Has enabled self and others to grow in confidence and ability in and out of the speech and drama arena

Outstanding Senior English Award (505.3)

Outstanding Senior English Award is based on the following criteria:

- classes taken within the Language Arts Curriculum
- grade point average
- extra-curricular involvement within the Language Arts area
- a demonstration of sincere interest
- attitude
- attendance
- career interest in Language Arts field.

Outstanding Senior Math Award (505.3)

A senior student eligible to receive the math medallion must have taken Algebra 1, Geometry, Algebra II, and Pre-Calculus. Candidates must also have a grade average in the math courses of an "A", and rank in the upper 25 percent of the graduating class.

The math award is also based on ACT and ITED Tests and any other extra math classes; the student's ability to learn math as demonstrated through tests and class activities; shows interest and enthusiasm for math, and plan for further study in a math field.

Outstanding Senior Science Award (505.3)

A senior student eligible to receive the bronze science medallion must have taken four (4) years of science including chemistry, physics, and anatomy, have a minimum grade point average in the sciences of 3.5 and rank in the upper 10 percent of the graduating class.

- citizenship, leadership, cooperation, and dependability.
- an innate curiosity of scientific phenomenon and demonstrates the acquired skills necessary to apply scientific procedure.
- a plan for continued study in a science related field.

Outstanding Senior Social Sciences Award (505.3)

Outstanding Senior Social Sciences Award is based upon the following criteria:

- The demonstration of a genuine interest in the social sciences
- Attitude
- Attendance
- Extra-curricular involvement in the social sciences
- Grade point average from courses taken with the social sciences curriculum
- Overall grade point average.

Outstanding Senior Spanish Award (505.3)

The Spanish Department will offer this award to an outstanding student who has shown excellence in the area of Spanish and has met the following criteria:

- Has taken four (4) years of Spanish
- Has a minimum grade average in Spanish of "B"
- Has a positive attitude towards the course
- Has a high level of interest and enthusiasm for Spanish
- Demonstrates high level of ability through tests, projects, and class activities.
- Uses class time productively
- Spends time outside of normal class time studying Spanish
- Prepares for class
- Is cooperative with teacher and classmates

Outstanding Yearbook Staff Award (505.3)

This award is given to the student who contributes the most to the production of the yearbook through leadership, dedication, and determination. Students can contribute in the areas of ad sales, photography, page production, and planning. Recipients will be selected on their overall contributions in the above areas so they may be honored for their efforts.

Presidential Academic Fitness Award (505.3)

The Presidential Academic Fitness Awards were presented to students for the first time in 1984, prior to graduation. The U.S. Department of Education selected these goals for the program:

- Recognize graduating seniors who have attained a high level of academic achievement and pursued a solid core of academic courses.
- Encourage students to achieve and maintain academic fitness.
- Encourages parents to support their children's academic efforts at home.
- Sustain a national interest in the academic fitness of our Nation's youth.

Madrid High School Presidential Academic Fitness Award Guidelines:

- Candidates must have attained, accumulated GPA of 3.5 on a 4 point scale over grades 9, 10, 11, and the first semester of grade 12.
- In addition, the recipient must have recently received an ACT or SAT score placing him/her at or above the 85th percentile during the 11th or 12th grade in reading or math. Consideration will be given to the (ITED's) Iowa Test of Educational Development during the senior year if at or above the 85th percentile in reading or math.

Each student will receive: A certificate signed by the President and the Secretary of Education.

Presidential Academic Fitness Award Guidelines for Junior High (505.3)

- The candidate must have recently received an ITBS score placing him/her at or above the 85th percentile (composite Iowa norms) in reading and math.
- Recipients must have maintained a 3.5 or higher average during seventh grade and first semester of eighth grade.

Qualifying students will receive the award during the second semester of their eighth grade year.

Student of the Month (505.3)

There are two divisions, grades 9-12 and 7-8. The purpose of the program is to

honor individual students, and let them know we care that they care. Teachers will nominate and vote each month during the school year. Criteria looked at will be leadership, character, academic achievement, service to the school and community, citizenship, and responsibility.

This honor will recognize not only top students, but also those who strive to do their very best on a month-by-month basis.

Each winner will receive a certificate from the school, and the parents will receive a congratulatory letter. A picture and write-up will appear in the newspaper and their award will be posted in the high school student center.

Individual Speech Contests (505.3)

District - I - Certificate

District - II - Certificate

State - I - Certificate and medal

State - II - Certificate and medal

Large group speech contestants (505.3)

District - I - Certificate

District - II - Certificate

State - I - Individual Certificate with a group plaque for the trophy case.

State - II - Individual Certificate and medal

All III ratings receive a participation certificate. Students may letter in speech for achieving state contest or 50 hours of active participation in Speech

*** For a more detailed list of awards and criteria to receive letters consult the awards handbook located in the office.**

FOOD SERVICE & TRANSPORTATION

Food Service (710.1)

Students and teachers will have the opportunity to purchase their breakfast and lunch at school. Costs will be set by the board of education and will be announced to the public as soon as possible. Tickets are to be purchased in advance. There will be no charging of meals so you must have funds in your account or money to purchase the meal, milk, or a la carte items.

Only high school students will be allowed to leave the building during their designated lunch. Students that are on the detention or make-up time list will not have the privilege of open campus. Junior high student must have permission from the office to leave the building. Those leaving the building for lunch will be expected back in the allotted time.

In order to maintain an efficient food service setting you are asked to observe the following regulations:

- Eat only during your assigned mealtime.
- Use your own ticket - do not borrow or lend.
- No food or drinks from the food service program is to leave the commons area.
- Jr. High students designated breakfast area is the south four tables.
- No cutting in front of other students except for designated placement by grade or lunch supervising teacher.
- For any self-serve items, please take only what you will eat.

Regulations for Students Riding Buses (711.2 & 711.2R1)

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa State Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students. Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from an entire busload of students because a few disobey the rules. Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the district's Student Suspension Policy, Code No. 502.2. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver shall have complete control of the bus and the students being transported for the duration of the bus ride. Any problem arising with a student will be promptly dealt with to insure safety of the riders. In some situations the student will be reported to the building principal, who shall discipline the student

in accordance with procedures developed by the superintendent and approved by the Board

The following rules and regulations will be enforced to insure safety to bus passengers:

- Students shall be courteous to the driver, fellow pupils, and to passers-by.
- Students should be at their pickup location on time for the bus both morning and afternoon.
- Students will immediately take their seat on the bus without disturbing or crowding others.
- Students and will remain seated at all times while the bus is moving.
- Students shall not extend their hands, arms, or head through the bus windows.
- Students shall converse in a normal tone; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must stop until the bus has completely crossed the track.
- Students shall keep the bus clean and not damage the bus in any manner.
- Students shall enter and leave the bus at school approved bus stops, in an orderly fashion and in accordance with instructions.
- Seats may be assigned at the discretion of the driver.
- Roughhousing on the bus is strictly prohibited.
- Books and other property must be properly stored out of the way, and the aisle must be clear at all times.
- Students must avoid playing or littering on the road or highway when waiting or immediately after leaving the bus.
- Students who cannot behave properly on the bus will lose their privileges of riding on the bus and will have to find their own transportation.

Student Eligibility for Bus Service (711.1)

Iowa law in regards to eligibility for school provided transportation sets the following requirements. The distance is determined by the location of the student's home to the designated attendance center.

- Elementary and junior high students living more than two (2) miles
- High school students living more than three (3) miles

Students may be required to meet a school bus on an approved route a distance of not more than three-fourths of a mile from their home.

Conduct on Trips (711.2 & 711.2R1)

Students will be considered as "good will ambassadors" for the Madrid Community School district. Keeping this in mind, students will be expected to conduct themselves as reasonable young adults in a manner, which will be a credit upon themselves, families, team, group, and their school at all times. The director/coach in charge of each program is responsible for the student's appearance including dress and neatness. Students should be informed by the director/coach of the expectations regarding dress and appearance, especially in instances when we travel.

All students are encouraged to ride the school bus to and from activities. Parents can request their son or daughter to ride home with them in writing, with coach's consent only. Only legal guardians or parents can request this at the site of the activity. Students will not be given permission to ride to or from school activities with other students or friends at any time. Any other arrangements must be made ahead of time with the athletic director or principal.

While riding the bus, students will be expected to behave and conduct themselves as reasonable young adults at all times. When sack lunches or food is taken on trips students will, carry off the bus any items and trash they carry on. All trash will be disposed of properly.

In the event there is any damage to any school property of Madrid or the host school, the students will be responsible to pay for the damage. Said students, by this kind of behavior, will be risking dismissal from the activity.

MADRID ACTIVITY HANDBOOK

Welcome to the extra-curricular programs at Madrid Junior/Senior High School! We are happy to have you involved in our programs and hope you obtain satisfaction and enjoyment for your efforts.

Madrid has developed many fine traditions in its history. Our goal is to continue to provide the students at Madrid an opportunity to become a part of a rewarding experience.

The District's intent is to have as many students as possible enjoy and benefit from our programs. Some students may earn scholarships and possibly careers related to activities, but these are considered a "fringe" benefit of our program rather than a general objective. We view the Madrid activity program as having an educational function providing students with opportunities for improvement and success in other areas of endeavor and not as a "farm club" or training ground for colleges and universities. Our participants are special people who have chosen both a more vigorous code of conduct and a greater commitment of time and energy than non-participants. This commitment alone makes you special.

Our programs are designed for equal opportunity but not equal playing time. The varsity sport program is for those who are more talented. Based on the players' attitude, abilities, performance in practices, and the judgment of the coach, some players will participate in games more than others will.

Please read the contents of this handbook along with one of your parents. Please remember students and parents you are responsible for the contents within this handbook. Please sign the student - parent's acknowledgement form on the back of this handbook so you will be eligible to participate.

Introduction

The following policy statements are intended as broad, general guidelines, and are to be used as an aid to efficient and orderly operation of the activity department. These policy statements pertain to girls and boys in grades 7-12. Any deviation from written policy is to be cleared with the Madrid administration.

Purpose of Our Activities Programs (504.6)

Because of the varied nature of the activities covered by this handbook and the number of people directing and coaching the activities, it is impossible to include everything in one handbook. The purpose of the handbook is to define the general rules and regulations for all activities, define eligibility standards, and explain the function of our Activities Review Board. Any information pertaining specifically to an activity that is not enumerated in this handbook will be discussed with and explained to the participants in that activity by the person responsible for the direction of that group.

Goals of Activities Program (504.6)

1. To promote the academic, physical, mental, moral, social, and emotional well being of the participants.
2. To encourage leadership, use of initiative, and good judgment in all situations.
3. To develop courtesy and respect for parents, teachers, coaches, visitors, hosts, participants, officials, teammates, and classmates.
4. To represent our school, community, and most of all us in a manner that will be a source of pride for all.
5. To help each participant strive to be the best they can be.
6. To set an example by your actions, words, and deeds, that you will be proud to have others follow.
7. To create a healthy respect for rules and regulations, discipline, and authority.
8. To foster the attitude that success is not measured by performance success but by the character of the participants.

Definitions

Athlete - any student who is participating in any extra-curricular activity sponsored by the IGHSAU or IHSAA.

Professional Excuse - dental, doctor, visitation, court, 1/2 day for license (consistent with student handbook). Excuses must indicate time of appointment and when the student left the appointment.

Proper Supervision - certified coach/director/or school designee.

Cooperative Program - is when an athlete from Madrid goes to another school to participate in an activity not offered at Madrid.

Ineligible - any individual who fails to meet the academic requirements or breaks the good conduct rule is unable to participate in any performance of the activity group the individual is involved.

Appeal - the student/athlete has the right to a review board meeting for any discipline which might occur as a result of the policies in this handbook or coaches'/directors' policies which might be broken.

Letter - for an athlete it would be an "M" chenille and for other activities the appropriate award will be given.

Extra-curricular Activities - shall mean interscholastic athletic competition, fine arts programs, and activities in which students in grades 7-12 may participate under the official sponsorship of the Madrid Community School District.

One Year - shall mean 365 days from the date of the offense.

Performance - will include all extra-curricular contests or events, which are sponsored by the Madrid Community School. Extra-curricular music would be all concerts and appearances for ensembles, Jazz Band, Swing Choir, and Pep Band as well as honor Festivals, contests, and dramatics involving music. These would be affected by the eligibility policy and would affect a student's award for extra-curricular in music.

School Day - A day that Madrid Community School District is in session

Week Day - Monday - Friday.

Calendar day - Monday - Sunday

Activity Review Board

The activity review boards shall be comprised of the building principal, athletic director and three (3) other contracted activity coaches. The building principal will act as chairperson, with the athletic director serving as the vice-chairperson. The review board will meet only when requested by the affected student, or their appointed representative, an activity head coach, or the chairperson. A quorum of three (3) board members needs to be present with a majority vote required.

All members of the group will be equal voting members with the following exceptions:

1. The chairperson will cast a vote only if it is necessary to decide an issue.
2. The coach/director of the activity in which the appealing student is involved will be a non-voting member.

It shall be the duty of this board to set and enforce training rules, and eligibility rules. It shall be understood that all such regulations meet and exceed recommended minimum requirements of both the IHSAA and the IGHSAU.

Activities included are athletics, cheerleading, speech, vocal music, instrumental music, drama, and any other extra-curricular program sponsored or co-sponsored by Madrid School District.

Academic Eligibility, Grades 9-12 (504.6)

Extra-curricular activities are an important segment of the Madrid Community Senior High School educational program. Recognizing the importance of the students' classroom success in the educational program, the following academic eligibility rules are designed to aid and encourage students to maintain satisfactory educational progress.

- A. Each contestant shall be passing all coursework for which credit is given at the end of each semester.

If a student is dropped from a class prior to the end of the semester with an F, that student will be academically ineligible for the duration of the grading period in which they received the F grade as well as fall under these guidelines.

Athletics

- B. At the end of any semester if a contestant earns a failing grade, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 30 consecutive calendar days.

At the end of the spring semester, a contestant in baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for 30 calendar days following the end of the spring semester.

Academic Eligibility updated policy for Band/Choir beginning 2016-17 school year

- C. Recently Madrid has gone to everyday band and choir and these classes are now included in student's GPA.

If a student fails a class the previous semester, they are academically ineligible the next semester for 30 calendar days. The penalty begins at the start of the second semester if a student fails a first semester class, or the first day of school the following school year if failed in the spring.

A student is still allowed to participate in the following activities:

In the school band or choir (large group).

In the marching band - marching band is part of the student's classroom grade and is the first quarter of band.

A student is not allowed to participate in the following:

In a small group band or vocal performance.

In a public performance outside of what was listed above.

No competitions.

Co-Curricular Activities, Grades 9-12

- D. If not passing all courses at the end of a grading period, the student is ineligible for the first 30 consecutive calendar days in the activity in which the student is a contestant. All high school teachers will turn in grades at the designated time and day.

In accordance with local policy, the office will produce a probationary list and an academic ineligibility list. Students failing a class for the first week will be placed on the probationary list, and given one week to raise the grade to a passing level. If the student does not raise the grade to passing and is failing the same course two or more consecutive weeks, the student will be ineligible to participate in extra-curricular performances beginning the following Monday. The student will remain ineligible until the following Monday after the student's grade is at a passing level according to the most current academic ineligibility list.

Under the local eligibility policy, quarter grades will not count towards ineligibility until the 3rd Friday of each new quarter. This is designed to give students enough assignments, test, quizzes, etc. to give a good account to where a student is academically in each of their classes.

Incomplete at the end of a grading period (quarter or semester), is not allowed under the new policy. Any incompletes will be treated as if it were a failing grade. The due date and time for all work will be announced to students in advance to allow sufficient planning

The only exception for incomplete work is due to long-term illness covered by a medically documented excuse. The student, instructor, and principal will conference to determine the allotted time for making up work due to long-term illness. The grade issued will be the grade utilized in determining eligibility.

- E. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program. This only applies to subject directly related to the IEP Goal(s).

Junior High Co-Curricular Activities:

In accordance with local policy, the office will produce a probationary academic ineligibility list. Students failing a class for the first week will be placed on a probationary list, and give TWO WEEKS to raise the grade to a passing level. If the student does not raise the grade to passing and is failing the same course after the two week probationary period, the student will be ineligible to participate in extra-curricular performances beginning the following Monday. The student will remain ineligible until the following Monday after the student's grade is at a passing level, according to the most current academic ineligibility list

General Eligibility Rules (504.6)

- A. If you have been declared ineligible under your previous school's good conduct policy and have not completed the full period of ineligibility before transferring to Madrid schools, this period of ineligibility must be completed before you will be eligible to compete for Madrid Community School District.
- B. You are ineligible if you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise, for your participation in an athletic contest.
- C. You are ineligible if you have competed on an outside school team as a team member or as an individual while out for that sport. Example: While you were out for wrestling and during wrestling season you want to participate on an outside school wrestling team or tournament, you would have to have permission from the school superintendent or designee, or otherwise, you would be declared ineligible. Once wrestling season is over, you can participate without written permission.
- D. All contestants must be under 20 years of age.
- E. You are ineligible if you have ever trained with a college squad or have participated in a college event.
- F. You are ineligible if your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school. (See Good Conduct Policy)
- G. Any Madrid student serving an in-school or out-of-school suspension for violation of school rules will be ineligible to participate in any co-curricular or extra-curricular practice or performance until reinstated by the building principal, or designee.
- H. You are ineligible if you have attended high school for more than eight (8) semesters. You are also ineligible if you were out of school the previous semester, or if you failed to enroll in school the first 10 school days of the semester.

Good Conduct Policy (503.4)

The Madrid Community School (grades 7-12) considers participation in extra-curricular activities a privilege. Any student whose conduct in or out of school during any month of the year, such to make him or her unworthy to represent the ideals, principles, and standards set forth in this policy, shall be declared ineligible for extra-curricular participation. Such student will remain ineligible until the athletic director or school reinstates the student.

Any student for whom there is a reasonable basis to believe, by a staff member or a law enforcement official, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have:

1. Possessed alcoholic beverages with knowledge, intent, or control thereof,
2. Consumed alcoholic beverages.
3. Possessed controlled substances as they are defined by the code of Iowa, without a legal prescription, and with knowledge, intent, or control thereof. Possession, use, or purchase of e-cigarettes or any nicotine look alike products including vape or components including but not limited to (battery, atomizer, cartomizer, clearomizer), or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substance.
4. Used controlled substances, as the Code of Iowa defines them, with out legal prescription;
5. Used or possessed tobacco, in any form;
6. Committed stealing, damage to school property or other serious offenses,

including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of his/her school; is in violation of the Good Conduct Rule.

7. Social Media Policy. Non-permission comments or videos placed on-line or shared electronically designed to humiliate, embarrass or make fun of students, staff, or other employees of the district could lead to disciplinary action including Good Conduct, Suspension, or Expulsion.

Penalty for Misconduct (503.4)

First Offense - The first offense in each year. A student will be ineligible 22 calendar weekdays. The 22 calendar weekday rule includes weekdays school is not in session due to holidays and/or spring break and a minimum of one (1) public performance and loss of dance court privilege for the academic year. School is considered in session from the first day of school through the last day of school.

Second Offense - The second offense each year will result in a six- (6) month ineligibility period and a minimum of one (1) public performance and loss of dance court privilege for the academic year.

Third Offense - The third offense each year will result in a one- (1) year ineligibility period and a minimum of one (1) public performance and loss of dance court privilege for the academic year.

Voluntary Self-Reporting (503.4)

Students voluntarily reporting to a coach or administrator an incident prior to the school becoming aware of the violation will have ten (10) week days deducted from their twenty-two (22) week days of ineligibility, on the first offense each year

Rehabilitation Programs (503.4)

Students who voluntarily admit/commit themselves to a substance or alcohol abuse program prior to coming under the jurisdiction of this policy will not be declared ineligible.

Student Conduct (Sportsmanship) (504.6)

All student's represent Madrid, but those students who are members or in attendance of any activity are required to act, at all times, as an individual who is representing Madrid. Staff member, athletic director, principal or superintendent may handle any behavior misconduct.

Any student who is ejected from an athletic contest shall be suspended from participation or attendance in the next scheduled game or meet as per state association guidelines. For a second offense in the same athletic season the student shall be suspended for the duration of that athletic season. Also, any student striking an official shall be immediately suspended for the duration of that athletic season. For a second offense, the student shall be suspended from all interscholastic athletic activities for the duration of his/her school career.

Appeal Procedure

Step 1 Talk privately with coach/director directly involved.

Step 2 Share the concern with the athletic director and principal if they are dissatisfied as handled with the first step.

Step 3 Request a hearing through the athletic director with the activity review board made up of three varsity coaches and an administrator to chair the meeting.

Step 4 Superintendent

Step 5 Ask to be heard by school board.

This procedure should only be used to prevent the development of an injurious situation or an injustice to the individual. Students, parents, coaches, directors, and administrators need to follow this procedure. During this procedure the athlete will remain ineligible.

Missing School on the Day of a Contest, Performance, or Practice (504.6)

A student must be in school a full day of a practice or performance (music, theater, speech), a scheduled contest, a program or trip of the student expects to participate. Any exception must be cleared through the building administrator or

designee. Guidelines for exceptions include, but are not limited to, doctor appointments, dental appointments, and family emergencies as determined by the administration, or school-related absences.

** A student must have a note when returning to school from their doctor/dentist in order to participate in an activity that day. This note must specify the time of the appointment and when the student left from the appointment.*

Absence from Practice Sessions (504.6)

Activity coaches will give a practice schedule for each month of the season. Athletes must be excused from practice by the activity coach. Work conflicts should be resolved to alleviate missing practices. If activity coaches change schedules, conflicts will be worked out between the athlete and coach. Work is an unacceptable excuse except under special conditions when the coach or sponsor has given practice schedules

Practice Sessions (504.6)

- A. All practice sessions must be scheduled through the Head Coach or athletic director.
- B. At no time, shall any elementary or junior high athletes practice or scrimmage with all or any part of the high school squad during an organized practice session, except by state guidelines.
- C. Detentions - Detention will not be rearranged to accommodate activities.
- D. No one shall be allowed to use any of the facilities without proper supervision and must be approved by the athletic director.

Gymnasium/Weight Room Procedures (504.6)

At no time is it permissible for individuals or groups to utilize the gymnasium and/or weight room without authorized supervision. Individuals or groups that are working-out must be under the direct supervision of a staff member or previously arranged supervisor to use the facilities. Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically designed for their activity.

Open Gym During Non-school Hours (504.6)

The school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:

- The supervisor shall not engage in any type of coaching nor participate during supervision
- Attendance by students is voluntary
- Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport
- Open gym shall not be called or posted for specific sports
- An open gym notice shall be posted on the student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.

Awards Ceremony - (Grades 9-12) (505.3)

All activities will have an Awards Ceremony in May sponsored by the Athletic Department to honor all participants.

Two Sports in a Season (504.6)

If a student quits an activity during a season, he/she cannot start the next activity until the end of the regular season of the activity, which he/she dropped. An athlete may participate in more than one activity during the same season under the following criteria:

- Varsity events take precedence over junior varsity events.
- State contests take precedence over all other events.
- Regularly scheduled events take precedence over rescheduled events.
- Mutual consent of those activity coaches affected must be given.
- If conflicts arise, the athletic director will confer with students for a

decision.

Participation Forms (504.6)

All students need physicals, proof of insurance, parent permission forms, and emergency treatment release forms completed before they may participate in any athletic related activity -- cheerleading included. Managers need all of the above except the physical; this applies to athletics and cheerleading only.

Injuries (504.6)

All students returning to an activity after an injury or extended illness, treated by a physician, needs to bring a doctor's release form. Students that suffer an injury need to report those injuries to the coach so proper treatment can be administered.

Starting and Finishing Dates for Sports (504.6)

Activity coaches must abide by starting and finishing dates set by the state athletic associations. Students wishing to workout to improve their skills must follow the open gym procedures. Organized activity practices may be held up to state competition completion.

School Equipment (504.6)

Activity equipment is expensive and belongs to the school. Students must take proper care of all issued equipment or at the end of the season be charged the cost of replacing the equipment. Remember, proper care and returning of issued equipment helps the school maintain quality equipment. Equipment is used for practices, games, or performances.

School equipment is not to be used for personal use/wear.

All School equipment shall be returned upon the completion of a season or activity. In the event a student should quit before the end of a season the participant is responsible to return all equipment immediately. Indefinite suspension from activities and a financial obligation shall result until the equipment is returned in acceptable condition or restitution is made. Equipment may be assigned during the summer months with the approval of the athletic director.

Awards (505.3)

- A. Upon lettering in his/her activity, a student shall be awarded a letter. In addition, he/she shall receive the metal symbol for that particular activity.
- B. In succeeding years, he/she would receive a bar for lettering in that activity. Symbols and bars shall then be awarded for any other activity in which he/she might letter.
- C. Certificates, letters, and awards will be handed out at Awards Ceremony for grades 9-12.
- D. Coaches/directors will inform all participating students of their lettering procedure prior to the beginning of the activity.
- E. At the end of each year, an outstanding female and male senior athlete will be selected. According to the criteria listed below.

Outstanding Senior Athletic Award (505.3)

To qualify, an athlete must be out for at least two sports as a senior and an athlete must be out for two years (4 semesters) of athletics at Madrid High School.

The individual with the highest point total will receive the award. This award will be given to one male and one female. In cases of a tie, tied individuals will receive the award.

Point System:

- | | |
|---|------------|
| - Participation (per season) | 2 points |
| - Letters earned (per season) | 3 points |
| - *All-Conference honors (per season) | 5 points |
| - **All-State honors (per season) | 10 points |
| - Participation in 4 years of one sport | 5 points |
| - Participation in 2 sports in one year | 3 points |
| - Participation in 3 sports in one year | 5 points |
| - Participation in 4 sports in one year | 7 points |
| - Quitting during a season (per sport) | -10 points |
| - Violation of Good Conduct Policy | |

- (Per violation est. fall 2000)

-5 points

*All-Conference Honors - Athletes that receive either 1st, 2nd team or honorable mention in the conference or district (football) or place in a conference meet as an individual.

**All-State Honors - Athletes that are selected by the media or coaches association for any all-state team or place at a state meet as an individual.

Head coaches provide to the office, the information used to determine this award. Information from another school district must either be on official transcript or verified by school official.

Senior Athletic Plaque (505.3)

Seniors that letter in a Madrid High School activity during their senior year will receive an athletic plaque.

Bernie Saggau Award (505.3)

Academic

There shall be no grade point or class placement requirement. The recipient shall be one who achieves academically at least in proportion to his or her ability.

Citizenship

The behavior of the student, both in and out of school, shall have consistently been of such high quality as to bring credit to the student, the family and the school. This behavior shall have demonstrated a respect for rules, laws, our country and its symbols as well as our constitution.

Extracurricular

There shall be no specific extracurricular activity requirement beyond the fact that such participation may serve to demonstrate both citizenship and contribution to the school and community. It is assumed that the recipient of the award would be the kind of person who would perform beyond that which is required of all students.

Achievements

There shall be no requirement that the recipient have held any office, excelled in any sport or activity, or received any other reward or honor as this award is unique unto itself. On the other hand, these other forms of recognition may serve as indicators of the person's qualifications and not held against the candidate.

Award

A plaque shall be provided yearly to each member high school in the State of Iowa to be presented to one graduating senior. Such plaque, which shall become the recipient's permanent possession, shall be publicly presented with a statement outlining the purpose as contained in the enabling resolution. In any year that no graduating senior qualifies, or it is impossible to determine one recipient, the award shall not be made and the plaque returned to the Association office.

Selection

Each school district, through the approval of their Superintendent and Board of Education, shall have the prerogative of developing the method of selecting the person to be recognized. The selection may be done by the administration, by committee or by some other means utilizing the criteria outlined herein.

Hierarchy (504.6)

The 7th grade program introduces the players to the skills of the game and the basic concepts. A strong emphasis is placed on participation, affording as many as possible an opportunity to play. Practice, participation, effort, and attitude may affect playing time.

The 8th grade program trains the athletes in basic skills of the sport. Interscholastic competition is expanded at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels. Practice, participation, effort, and attitude may affect playing time.

Some 9th grade athletes are more talented in their skills and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes may see more participation time. Other team members may be offered the opportunity to participate in a schedule, which demands lesser skill development.

The junior varsity/sophomore programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants.

The varsity team is for those who have learned the basic skills and perform them in both practice and in interscholastic competition. Role specialization is often a necessity at this level and athletes may be used in special roles for the benefit of the entire team.

Athletes at all levels who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate. However, athletes that show a lack of development and show tendencies they could suffer injury due to this lack of development may see less participation time.

Procedures for Resolving Conflicts within a Program (502.4 & 213.1R1)

From time to time, in working with the many individuals who are involved in an activities program in a school such as ours, issues come up that may cause concern for participants and parents. It is difficult for these concerns to be addressed when the parties involved have not taken the opportunity to communicate. In any situation, especially in the competitive arena individuals have different views, backgrounds, and opinions. The following procedure is suggested to student athletes and parents to follow in order to have the best opportunity to dialogue and discuss concerns.

Should concerns with a program surface; the following steps should be followed in prescribed order:

- Step 1 Student and coach/director/sponsor
- Step 2 Student, parent and coach/director/sponsor
- Step 3 Student, parent, coach/director/sponsor and athletic director
- Step 4 Student, parent, coach/director/sponsor, athletic director and principal
- Step 5 Student, parent, coach/director/sponsor, athletic director, principal and superintendent

Once again, we are suggesting that concerns are best resolved at the level closest to the concern. As with any appeal procedure, should satisfaction not be achieved at a step, then appeal can be made to the next level. Administrators, coaches and parents are in the business to best serve our students and participants. This process will help us to make the activities program at Madrid one of which we can all be proud.



Madrid Tiger Fight Song

Cheer, Cheer for old Madrid High
Sending the echoes up to the sky
True and faithful we will be
Singing to show our loyalty
Rah, Rah, Rah!

Whether the odds be great or small
Old Madrid High will win over all
As our loyal sons go marching
Onward to VICTORY
Yeah! Beau! Fight!
M-A-D R-I-D
MADRID HIGH

(503.5)

Student - Parent Acknowledgment Form

We acknowledge that we have read the Madrid Activities Handbook and understand the activity rules and guidelines set forth in the handbook. We further understand the Code of Conduct as it applies to participation in extra-curricular and co-curricular activities at Madrid Junior/Senior High School.

The signature of the student(s) indicates a willingness to abide by these rules.

The signature of the parent or guardian indicates an understanding of the rules and guidelines. Your signature does not indicate that you necessarily agree with the guidelines but you will encourage your student(s) to abide by these guidelines.

***All students that are participating in any extra-curricular or co-curricular activity must have this form properly signed and returned to the office before you may participate in any performance or contest.**

Student Signature _____ Date _____

Parent Signature _____ Date _____

For those families with multiple participants you need to only sign one form, (include all signatures on this form).

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

* Only one form per family required.